

# CD–2856

## B. C. A. (Part I) EXAMINATION, 2020

(Old Course)

Paper Sixth

INTRODUCTION OF PC SOFTWARE AND INTERNET  
APPLICATION

*Time : Three Hours*

*Maximum Marks : 100*

*Minimum Pass Marks : 40*

**Note :** Attempt any *two* parts from each question. All questions carry equal marks.

### Unit—I

1. (a) What is MS-Word ? What are the various ways of formatting a document ?
- (b) What is header and footer ? Write steps of inserting header and footer in MS-Word document.
- (c) Write steps for creating table using table menu.

### Unit—II

2. (a) What is spreadsheet ? Write use of Excel Sheet. How is excel different from word document ?

- (b) Write steps for inserting Line Chart and Pie Chart in MS-Word Document.
- (c) What do you mean by cell references ? Explain its types.

### Unit—III

- 3. (a) What is MS-Access ? Write steps for creating a table in MS-Access.
- (b) What is MS-PowerPoint ? Write steps for animating a slide.
- (c) Write steps for creating relationship in MS-Access.

### Unit—IV

- 4. (a) What is HTML ? Write about any *five* HTML editors.
- (b) Explain the following tags with its elements :
  - (i) <Img>
  - (ii) <BODY>
  - (iii) <TABLE>
  - (iv) <ANCHOR>
- (c) What is style sheet ? Why is it used ? Explain stylesheet using example.

### Unit—V

- 5. (a) What is Animation ? Write basic principle of animation.

- (b) Write steps for creating generic animation in Photoshop.
- (c) Write short notes on any *two* of the following :
  - (i) Lasso tool
  - (ii) Imparting sound through flash
  - (iii) Shape tweeing